*Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation*.

**Return by Fax to 021-78837336; by email to tety@tuv-nord.com**

Terima kasih atas ketertarikan Anda pada layanan kami. Mohon dilengkapi daftar pertanyaan dibawah ini, yang akan kami gunakan untuk menyiapkan penawaran yang mengikat.

***General information*** *(Only main location / Company headquarters)*

Informasi umum (Hanya lokasi utama / kantor pusat Perusahaan)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Company: with legal form*  Perusahaan:  Berbentuk hukum |  | | | |
| *Address:*  Alamat : |  | | | |
| *Postcode, Town:*  Kodepos, Kota |  | | | *Country:*  Negara |
| *Contact:*  Kontrak: | *Mr/Mrs (First name/Second name)*  Bapak/Ibu (nama depan/nama kedua) | | | |
| *Function:*  Fungsi | *Quality Representative*;  *Other:*  Wakil Manajemen (MR) Lain-lain | | | |
| *Telephone:*  Nomor Telepon |  | *Internet:*  Internet | www. | |
| *Telefax:*  Nomor Fax |  | *E-Mail:*  Email |  | |
| *Sector:*  Sektor |  | | | |

1. ***No. of employees at the location*** *(if appropriate, total employees in companies employed in companies for combined audit)*

Jumlah karyawan di lokasi (jika sesuai, jumlah karyawan di perusahaan yang dipekerjakan di perusahaan untuk gabungan audit)

|  |  |  |  |
| --- | --- | --- | --- |
| *Total no. of employees (full time/part time worker):*  Total karyawan (pekerja penuh waktu / paruh waktu) |  | *In terms of full-time employees*  karyawan penuh waktu |  |
| *of which no. of employees in shift working*:  karyawan shift kerja |  | *3no. of sub-contractor employees:*  karyawan sub-kontraktor |  |
| *[[1]](#footnote-1)no. of temporary employees*:  karyawan kontrak |  |  |  |
| *Number of Shifts:*  Jumlah Shifts |  |  |  |
| *Distance of location:*  Jarak tempuh ke lokasi |  | Hours /Jam |  |

1. **Which certification do you require?**

Sertifikasi apa yang anda butuhkan?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ISO 9001:2015 |  | ISO 14001:2015 |  | ISO 45001:2018 |  | OHSAS |  | | ISO 37001:2016 | |
|  |  |  | (Please fill in annex I) |  | (Please fill in annex III) |  |  |  | | (Please fill in annex II) | |
|  | *Further standards and services are shown Point 7*  Standar dan layanan ditunjukkan pada Poin 7 | | | | |  | Your own request: | | | |
|  |
|  |  | | | | |  | Others\_\_\_\_ | |  | |
|  |

1. ***Factors which can influence the time needed for the audit and the cost***

Faktor yang dapat mempengaruhi waktu yang dibutuhkan untuk audit dan biaya

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *No in-house development*  Tidak ada pengembangan in-house |  | *Low process risk*  Proses rendah risiko | |  | | | *Mature Management System*  Sistem Manajemen Matang | | | | | | |  | | | *Family-owned company or simple processes*  Perusahaan milik keluarga atau proses sederhana | | |
|  | *High-degree of regulation (e.g. aerospace, refinery and chemical industry, fishing vessels, mining, food, drugs, etc)*  Regulasi tingkat tinggi |  | *High process  risk*  Proses tinggi risiko | |  | | | *Large location with small no. of employees*  Lokasi yang besar dengan sedikit karyawan | | | | | | |  | | | *Small location with large no. of employees*  Lokasi kecil dengan banyak karyawan | | |
|  | *Staff speaking in more than one language (requiring interpreter(s)*  Staf berbicara dalam lebih dari satu bahasa (membutuhkan penerjemah) |  | *Client preparedness for OH&SMS certification (e.g. already subject to periodical audits by the National Authority for a mandatory governmental OH&SMS scheme (for 45001 only)*  Kesiapsiagaan klien untuk sertifikasi OH & SMS (mis. Sudah menjalani audit berkala oleh Otoritas Nasional untuk skema OH & SMS pemerintah yang diwajibkan (untuk 45001) | |  | | | *Prior knowledge of the client organisation’s management system (e.g already certified in another voluntary OH&SMS Scheme by same CAB (for 45001 only)*  Pengetahuan sebelumnya tentang sistem manajemen organisasi klien (mis. sudah disertifikasi dalam skema OH & SMS sukarela lainnya oleh badan sertifikasi yang sama (untuk 45001) | | | | | | |  | | |  | | |
| *Is combined certification required?*  Gabungan sertifikasi yang dibutuhkan? | | | |  | | | No | | | |  | | | Yes: Please fill in Page 3 | | | | | | | |
| *Does an integrated management system already exist  in the company?*  Apakah sistem manajemen terpadu sudah ada di perusahaan? | | | |  | | | No | | | |  | | | Yes, according to: | | |  | | | | |
| *Is an integrated certification audit (IMS Audit) required?*  Audit terpadu (IMS Audit) diperlukan? | | | |  | | | No | | | |  | | | Yes, according to the standards: | | | | | | | |
|  | | |  | | | |  | | | ISO 9001 | | | | |  | ISO 14001 | |
|  | | | |  | | |  | | | |  | | |  | | | | |  |  | |
| *Were you supported by a consultant?*  Apakah Anda didukung oleh konsultan? | | | | | |  | | | No | | |  | Yes; by: | | |  | | | | |
|  | | | | | |  | | | |  | | | | | | | | | | |

1. ***Scope / Business operation to be certified***

Lingkup / operasi bisnis yang akan disertifikasi

*(for example: "Product Design, Product Development, manufacture and sale of...", "Trade with..." etc.;  
Special feature with ISO TS 16949: activities adding value and product development, if applicable)*

(contoh: "Desain Produk , Pengembangan Produk, pembuatan dan penjualan dari ...", "Perdagangan dengan ..." dll; Fitur khusus dengan ISO TS 16949: aktivitas menambahkan nilai dan pengembangan produk, jika berlaku)

|  |
| --- |
|  |

1. ***Is your company already certified? (existing certifications?)***

Apakah perusahaan Anda sudah memiliki sertifikasi? (sertifikasi yang ada?)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Certificate No.*  No. Sertifikat | *Standard /*  *Directive etc.*  Standar | *Certification Company*  Perusahaan Sertifikasi | *Date of certification audit*  Tanggal Audit Sertifikasi | *Certificate  valid until*  Sertifikat berlaku sampai |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | No |  | Yes |

1. ***Is this a transfer audit?***

*If yes, for which standard and Please fill in FMLF-TNI-082 Annex 6 Rev.00 Transfer Audit*

|  |  |  |  |
| --- | --- | --- | --- |
| *Certificate No.*  No. Sertifikat | *Standard /*  *Directive etc.*  Standar | *Certification Company*  Perusahaan Sertifikasi | *Transfer in which audit cycle (SA1/SA2/RC)*  Transfer di cycle audit (SA1/SA2/RC) |
|  |  |  |  |
|  |  |  |  |

1. ***Further required certifications and possible annexes***

Sertifikasi yang diperlukan lebih lanjut dan kemungkinan lampiran

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ISO 14001 |  |  | HACCP (Codex Alimentarius) |  |
|  | ISO 27001 |  |  | ISO 22000 |  |
|  | OHSAS |  |  | GMP \_\_\_ |  |
|  | TS16949 |  |  | ISO 37001 |  |

1. ***Are you a member of an industry, professional or trade association/federation?   
   (Please name)***

Apakah anda anggota asosiasi industri, profesi atau perdagangan / federasi?(Mohon nama)

|  |
| --- |
|  |

1. ***Any further information you think may be important for us?***

Informasi lebih lanjut yang menurut Anda penting bagi kami

*Example: language differences, safety conditions issue at your site, threats to impartiality, etc.*

Contoh: perbedaan bahasa, kondisi keamanan yang terjadi di situs Anda, ancaman terhadap ketidakberpihakan, dll.

|  |
| --- |
|  |

1. ***Applicable for General Contractor Company***

Berlaku untuk Perusahaan Konstruksi

**List of Project:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **On Going Project**  Project berjalan | | ***Project done within last 1 year***  Project yang telah dilakukan dalam 1 tahun terakhir | |
| **Project name** | **Location** | **Project name** | **Location** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| .... |  |  |  |  |

1. **Requested information / documents:**

The following documents must be sent to TUV NORD Indonesia after the contract is approved.

Dokumen-dokumen berikut harus dikirim ke TUV NORD Indonesia setelah kontrak disetujui.

Please thick (x) your availability documents below:

Harap tik (x) dokumen ketersediaan Anda di bawah ini:

| **Availability** | | **Information / record** |
| --- | --- | --- |
| yes | No |
|  |  | Quality Management Manual with Revision including scope, details of justification for any exclusions, policy, targets |
|  |  | Legal documents (SIUP/SBU/TDP/NPWP, etc.) |
|  |  | Current organisation chart of the company |
|  |  | Business Process Map |
|  |  | Results / summary of internal audits within the last 12 months |
|  |  | Results of the management review since the last external audit |
|  |  | Audit report and Nonconformity Management of the last certification body (additionally for transfer audits only) |
|  |  | Evidence of the last certification body that nonconformities are “closed” (additionally for transfer audits only) |
|  |  | Certificates of the last certification body (additionally for transfer audits only) |

*We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.*

Kami setuju bahwa informasi ini dapat disimpan untuk tujuan merancang penawaran dan memproses pesanan atau transaksi.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Place/Date |  | Name |  | Signature\*) |

\*)*If sending by email, the sender's address will be accepted*

\*)Jika dikirim melalui email, cukup membubuhkan alamat email pengirim pada bagian “*signature*

***Locations multisites, temporary locations and outsourced processes***

***Please add other location in seperate sheet (if any)***

Lokasi multisites, lokasi sementara dan proses alih daya

Mohon tambahkan lokasi lain dalam lembaran terpisah (jika ada)

***Location No.***

**Nomor Lokasi \_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Company: with legal form*  Perusahaan:  Berbentuk hukum |  | | | | | | | | |
| *Address:*  Alamat : |  | | | | | | | | |
| *Postcode, Town:*  Kodepos, Kota |  | | | | | | | *Country:*  Negara: | |
| Contact:  Kontrak | Mr./Mrs. (First name / Second name)  Bapak/Ibu (nama depan / nama kedua) | | | | | | | | |
| Function:  Fungsi | Quality Representative;  Other:  Wakil Manajemen (MR) Lain-lain | | | | | | | | |
| Telephone: |  | | | E-Mail: | | |  | | |
| *No. of employees:*  Karyawan | | |  | | *In terms of full-time employees (not for TS16949)*  Karyawan penuh waktu ( bukan untuk TS 16949) | | | |  |
| *No. of employees in shift working:*  Karyawan Shift | | |  | |  | | | |  |
| *No. of temporary employees\*:*  Karyawan Kontrak | | |  | |  | | | |  |
| Outsourced process | | Store | Other: | | |  | | | |
| *Temporary location*  Lokasi Sementara | | Constr.site | Project: | | |  | | | |

\*) *temporary employees from employment agencies*

Pegawai sementara dari agen tenaga kerja

|  |  |  |
| --- | --- | --- |
| *Disctance to site location from HO / Airport*  Jarak tempuh lokasi site dari HO / Bandara |  | Hours/Jam |

***Scope / Business operation to be certified***

Lingkup / operasi bisnis yang akan disertifikasi untuk sites

*(for example: "Development, manufacture and sale of...", "Trade with..." etc.;*

(contoh: "Pengembangan, pembuatan dan penjualan ...", "Perdagangan dengan ..." dll;

|  |
| --- |
|  |

***Evaluation by the Certification Body***

Evaluasi oleh Lembaga Sertifikasi

1. ***Company details complete (Questionnaire filled complete)?***

Rincian perusahaan lengkap (Questionnaire diisi lengkap)?

*yes* *no* *Remarks / additionally required information:*

ya tidak keterangan / tambahan informasi yang di butuhkan

1. ***Implementation and application of the management system sufficient (see availability documents poin 11) ?***

Implementasi dan penerapan sistem manajemen yang memadai (lihat kelengkapan dokumen poin 11)?

*yes* *no* *Remarks / additionally required information:*

ya tidak keterangan / tambahan informasi yang di butuhkan

1. ***In case of multisite certification (FMLF-TNI-082 Annex 7 Rev.00 Multi Site Eligibility Check, not applicable for ISO 37001,)***

Dalam hal sertifikasi multisite (cek FMLF-TNI-082 Annex 7 Rev.00 Multi Site Eligibility, tidak berlaku untuk ISO 37001)

*Number of sample site need to be audited: sites*

Jumlah situs sampel yang perlu diaudit:­­­ \_\_\_\_\_situs

1. ***Is the scope of certificate and mandays audit appropriate?***

Apakah ruang lingkup audit sertifikat dan manday sesuai?

*yes* *no* *Remarks / additionally required information:*

ya tidak keterangan / informasi yang dibutuhkan

1. ***If any, is the traveling mandays audit has enough?***

Jika ada, Apakah traveling mandays sudah mencukupi?

*yes* *no* *Remarks / additionally required information:*

ya tidak keterangan / informasi yang dibutuhkan

1. ***CB has the competence personal (auditor or expert) to perform the audit activity?***

CB memiliki kompetensi pribadi (auditor atau ahli) untuk melakukan kegiatan audit?

*yes* *no* *Remarks / additionally required information:*

ya tidak keterangan / informasi yang di butuhkan

1. ***Any other points influencing the certification activity are taken into account? (language, safety conditions, threats to impartiality, etc. – See Poin 9)***

Poin lain yang mempengaruhi kegiatan sertifikasi diperhitungkan? (bahasa, kondisi keamanan, ancaman terhadap ketidakberpihakan, dll. – lihat poin 9)

*yes* *no* *Remarks / additionally required information:*

ya tidak keterangan / informasi yang di butuhkan

Jakarta,

*Place / Date Head of CB / Auditor Signature* Tempat / Tanggal Tanda Tangan Kepala Badan Sertifikasi/ Auditor

1. *Inaccuracy the number of employees can affect the number of mandays in contract and the value of offer/* Ketidaktepatan jumlah karyawan dapat mempengaruhi perubahan jumlah mandays dalam kontrak dan nilai penawaran

   2 *Temporary employees including temporary unskilled personnel may be employed in considerable numbers to replace automated processes caused a low level of technology* / karyawan kontrak termasuk personil kontrak yang tidak terampil dapat digunakan dalam jumlah besar untuk menggantikan proses otomatis

   3 *For 45001 it shall also include personnel from contractors and sub-contractors performning work or work related activities that are under the control or influence of the organization.* [↑](#footnote-ref-1)